

## Chapter MPSW 11

### APPLICATION FOR PROFESSIONAL COUNSELOR LICENSURE

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**Note:** Chapter SFC 11 was created as an emergency rule effective April 26, 1993.  
**Note:** Chapter SFC 11 was renumbered ch. MPSW 11 under s. 13.93 (2m) (b) 1., Stats., and corrections made under s. 13.93 (2m) (b) 7., Stats., Register October 2002 No. 562.

**MPSW 11.01 Application for licensure as a professional counselor.** (1) In addition to paying the fee under s. 440.05 (1), Stats., an applicant for licensure as a professional counselor shall submit the completed, signed application form and:

(a) A certificate of professional education, signed and sealed by the chancellor, dean or registrar of the school from which the applicant has graduated with an approved degree. An applicant who does not have a master's or doctoral degree in professional counseling shall be considered for licensure as a professional counselor upon the professional counselors section's receipt of a complete description of the academic program which the applicant proposes as the equivalent of a master's or doctoral degree in professional counseling. The professional counselors section may request additional information as necessary to complete the evaluation of the applicant's academic program for compliance with s. MPSW 14.01 or 14.02.

(b) Verification that the institution which awarded the degree was a regionally accredited college or university, or accredited by the commission for accreditation of counseling and related educational programs (CACREP), or the council on rehabilitation education at the time the applicant graduated from the school, or that a degree awarded by a foreign institution of higher learning has been determined by the National Board for Certified Counselors (NBCC) or by another organization approved by the section to be equivalent to a degree from a program accredited by CACREP. If the applicant's education was not received in English, the applicant must demonstrate proficiency in English by achieving a score of 550 (or 213 on the computer-based exam) or above on the Test Of English as a Foreign Language (TOEFL) or an equivalent score on an equivalent examination.

(c) An affidavit from the applicant that the applicant has, after receiving a master's or doctoral degree, completed the required period of supervised practice under the supervision of a person qualified to supervise the applicant's practice.

(d) Verification of successful completion of the examination required.

(e) Verification of the applicant's credential in all jurisdictions in which the applicant has ever been credentialed.

(f) If the applicant has been convicted of a crime, or of a traffic offense which did or could result in the suspension or revocation of his or her driver's license, or the applicant has such charges pending against him or her, the applicant has disclosed all information necessary for the section to determine whether the circumstances of the pending charge or conviction are substantially related to the duties of the practice under the license.

(2) An applicant may submit, but is not required to submit, evidence of certification by a professional organization.

**History:** Cr. Register, November, 1993, No. 455, eff. 12-1-93; CR 02-105: am. (1) (intro.), (a), (e) and (f) Register October 2002 No. 562, eff. 11-1-02; **CR 03-090: am. (1) (b) Register June 2004 No. 582, eff. 7-1-04.**

**MPSW 11.015 Application for a professional counselor training certificate.** (1) In addition to paying the fee

under s. 440.05 (6), Stats., an applicant for a professional counselor training certificate shall submit the completed, signed application form and the materials required under s. MPSW 11.01 (1) (a), (b), (e) and (f). The applicant shall also cause the applicant's employer to confirm in writing directly to the section that the applicant is employed full-time, or has an offer of full-time employment, in supervised professional counseling practice which meets the requirements of ch. MPSW 12. The application is not complete until the confirmation from the applicant's employer is received by the section.

(2) A professional counselor training certificate shall be valid during a period of supervised pre-certification practice. The training certificate shall expire after 24 months, or when the applicant obtains certification under s. 457.12, Stats., or at the end of the supervised practice, whichever occurs first. A professional counselor training certificate may not be renewed.

**History:** Cr. Register, January, 1995, No. 469, eff. 2-1-95; CR 01-027: m. to be (1), cr. (2), Register December 2001 No. 552, eff. 1-1-02.

**MPSW 11.02 Examination required.** An applicant for licensure as a professional counselor shall pass both parts of the examination required under s. 457.12 (4), Stats., consisting of the Wisconsin statutes and rules examination and either the national counselor examination or the certified rehabilitation counselor examination. Both parts of the examination may be taken prior to the completion of the required period of supervised practice.

**History:** Cr. Register, November, 1993, No. 455, eff. 12-1-93; CR 02-105: am. Register October 2002 No. 562, eff. 11-1-02.

**MPSW 11.035 Temporary license.** The professional counselor section may issue a temporary license permitting an individual who pays the fee under s. 440.05 (6), Stats., and who meets all the qualifications for the license except for passing the required examination to use the title "professional counselor" and to practice professional counseling. The temporary license expires 9 months after its issuance or upon notification of failure of passing the required examination under s. 457.12 (4), Stats., whichever occurs earlier. The temporary license may not be renewed.

**History:** Cr. Register, October, 1998, No. 514, eff. 11-1-98; CR 02-105: am. Register October 2002 No. 562, eff. 11-1-02.

**MPSW 11.04 Reciprocal license.** The professional counselor section shall grant a license as a professional counselor under s. 457.12, Stats., to an applicant who pays the fee required by s. 440.05 (2), Stats., and provides evidence of all of the following to the section:

(1) The applicant has a current credential as a professional counselor or the substantial equivalent in good standing in another state or territory of the United States.

(2) The requirements for the grant of the credential in the other state or territory of the United States are substantially equivalent to the requirements for the grant of a license under s. 457.12, Stats.

(3) The applicant has disclosed all discipline ever taken or currently pending against the applicant or any professional credential held by the applicant by any credentialing authority of any state or territory of the United States.

(4) If the applicant has been convicted of a crime, or of a traffic offense which did or could result in the suspension or revocation

of his or her driver's license, or the applicant has such charges pending against him or her, the applicant has disclosed all information necessary for the section to determine whether the circumstances of the pending charge or conviction are substantially related to the duties of practice under a professional counselor license.

**(5)** The applicant passes an examination approved by the professional counselor section that tests knowledge of state law relating to professional counseling.

**History:** Cr. Register, November, 1994, No. 467, eff. 12-1-94; CR 02-105: am. (intro.), (2) and (4), cr. (5), Register October 2002 No. 562, eff. 11-1-02.